



REGULAR MEETING AGENDA
125 E. College Street, Covina, California
Council Chamber of City Hall
Tuesday, July 19, 2022

IMPORTANT NOTICE

This meeting is being conducted in accordance with Assembly Bill 361, regarding the COVID-19 pandemic.

Members of the public may view the meeting live on the City's website at www.covinaca.gov or on local cable television, Spectrum channel 29 and Frontier Channel 42. To view from the website, hover over the Departments & Services tab until the drop-down menu appears and click on City Council Video Library under the City Council header. A live banner will appear at the start of the meeting.

Public Comments: *During the meeting, there will be an opportunity for the public to speak. Public testimony is limited to five (5) minutes per speaker, unless, for good cause, the Mayor/Chairperson amends the time limit; a speaker's time may not be transferred to another speaker. State Law prohibits the Council/Agency/Authority Members from taking action on any item not on the agenda. Those wishing to speak on a LISTED AGENDA ITEM will be heard when that item is addressed.*

In Person: *To address the Council/Agency/Authority please complete a yellow speaker request card located at the entrance of the Council Chamber and give it to the City Clerk. Your name will be called when it is your turn to speak.*

Remotely via Zoom: *Access the meeting remotely via Zoom with one of the following devices:
Computer or Smart Device:*

<https://us02web.zoom.us/j/86876126663?pwd=MWJEB2Z5dHJTQUxIOUk4S1h6ZmQxdz09>

Telephone:

*Dial: +1 669 900 6833
Meeting ID: 868 7612 6663
Passcode: 114081*

1. *To request to speak during public comment, please click the “Raise Hand” button on the Zoom toolbar “Reactions” tab.*

Note:

Computer / Smart Device Users: *The “raise hand” feature is in the reactions tab.*

Telephone Users: *Press star-nine (*9) on your phone to raise your hand.*

2. *Staff will announce your name as listed on Zoom or the last four digits of your phone number when it is your turn to speak and unmute the microphone (audio only); speaker must be present when called to speak.*
3. *Please state your first and last name and city of residence at the beginning of your remarks for the record.*
4. *The microphone will be muted by staff when you have completed your comments or five (5) minutes have expired, whichever occurs first.*

Meeting Assistance Information: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk’s Office at cityclerk@covinaca.gov or 626-384-5430. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA
REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCING
AUTHORITY/COVINA HOUSING AUTHORITY
JOINT MEETING—CLOSED SESSION
6:30 PM**

CALL TO ORDER

ROLL/CALL

Council/Agency/Authority Members: Hector Delgado, John C. King, Victor Linares, Mayor Pro Tem/Vice-Chair Walter Allen, III, and Mayor/Chair Patricia Cortez

PUBLIC COMMENTS

The public is invited to comment on Closed Session items only at this time. To address the Council/Agency/Authority please complete a yellow speaker request card located at the entrance and give it to the City Clerk. Your name will be called when it is your turn to speak. Individual speakers are limited to five minutes each, unless, for good cause, the Mayor/Chairperson amends the time limit.

CLOSED SESSION

The City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority will adjourn to closed session for the following:

- A. **Government Code § 54957 – PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Title: City Manager
- B. **Government Code § 54957 – PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Title: City Attorney

RECESS

CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCING AUTHORITY/COVINA HOUSING AUTHORITY JOINT MEETING—OPEN SESSION 7:30 PM

RECONVENE AND CALL TO ORDER

ROLL/CALL

Council/Agency/Authority Members: Hector Delgado, John C. King, Victor Linares, Mayor Pro Tem/Vice-Chair Walter Allen, III, and Mayor/Chair Patricia Cortez

PLEDGE OF ALLEGIANCE

Led by Councilmember King

INVOCATION

Given by Covina Police Chaplain Ron Butler

PRESENTATIONS

- A. Recognition of Luke Ellison

PUBLIC COMMENTS

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COUNCIL/AGENCY/AUTHORITY COMMENTS

Council/Agency/Authority Members wishing to make any announcements of public interest or to request that specific items be added to future Council/Agency/Authority agendas may do so at this time.

CITY MANAGER COMMENTS

CONSENT CALENDAR

All matters listed under consent calendar are considered routine, and will be enacted by one motion. There will be no separate discussion on these items prior to the time the Council/Agency/Authority votes on them, unless a member of the Council/Agency/Authority requests a specific item be removed from the consent calendar for discussion.

CC 1. Minutes

Staff Recommendation:

Approve the Minutes of the July 5, 2022, Special Meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Housing Authority.

[Agenda Item - CC 1](#)

CC 2. Minutes

Staff Recommendation:

Approve the Minutes of the July 5, 2022, Regular Meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Housing Authority.

[Agenda Item - CC 2](#)

CC 3. Payment of Demands

Staff Recommendation:

Approve Payment of Demands in the amount of \$2,044,141.28

[Agenda Report - CC 3 - Pdf](#)

CC 4. Adopt Resolution CC 2022-70, A Resolution to Amend the Fiscal Year 2022-2023 Operating Budget to Accommodate the Reorganization of the Community Development Department and the Reclassification of Subject Positions

Staff Recommendation:

Adopt **Resolution CC 2022-70**, authorizing budget adjustments for the reorganization of the Community Development Department, by eliminating the Community Development Administration Division Management Analyst Trainee position, and replacing it with the classification of Management Analyst and reclassifying the incumbent as such; vacating the Assistant Planner position within the Planning Division and replacing it with the Associate Planner position and reclassifying the incumbent as such; and creating a Part Time Office Assistant position within the Housing & Grants Division.

[Agenda Report - CC 4 - Pdf](#)

CC 5. Initiation of Proceedings for Annexation Levy and Collection of Annual Assessments Commencing with FY 2022/2023 Pursuant to Provisions of Part 2 of Division 15 of California Streets and Highways Code, Set Public Hearing for Protests in Relation Thereto, and Declaring Intention to Annex Territories to Covina Landscape District No. 1 – Zone 13 and Zone 14

Staff Recommendation:

1. Adopt **Resolution CC 2022-78** initiating proceedings for the annexation of territory (Zone 13 and Zone 14) to Covina Landscape District No. 1 and the levy and collection of annual assessments related thereto commencing with FY

2022/2023, pursuant to the Provisions of Part 2 of Division 15 of California Streets and Highways Code; and

2. Adopt **Resolution CC 2022-79** declaring the City's intention to annex territory (Zone 13 and Zone 14), levy and collect annual assessments and call for a property owner protest proceedings for the Covina Landscape District No. 1.

[Agenda Report - CC 5 - Pdf](#)

- CC 6. Second Amendment to Memorandum of Agreement with the San Gabriel Valley Council of Governments for Inspection Services for the Regional Edible Food Recovery Program

Staff Recommendation:

Authorize City Manager to execute a Second Amendment to the Memorandum of Agreement with the San Gabriel Valley Council of Governments towards the establishment of three sub-regional food hubs and provide for additional education/outreach materials for the Regional Edible Food Recovery Program through August 1, 2024, in an amount not-to-exceed \$103,236.

[Agenda Report - CC 6 - Pdf](#)

- CC 7. Approve and Make AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings

Staff Recommendation:

Approve and make the following findings so that meetings of the City Council and the City's Other Legislative Bodies are authorized to meet remotely in accordance with AB 361's special Brown Act requirements for teleconference meetings: (1) the City Council has reconsidered the circumstances of the COVID-19 state of emergency; and (2) state and local officials continue to recommend measures to promote social distancing.

[Agenda Report - CC 7 - Pdf](#)

- CC 8. Resolution CC 2022-71 amending the Parks & Recreation and Library Services Department Fiscal Year 2022-23 Operating Budget to Increase the Revenue and Expenditure Allocation for the Rec and Read Covina Project Funded Through a California State Library Grant

Staff Recommendation:

Adopt **Resolution CC 2022-71** amending the Parks & Recreation and Library Services Department Fiscal Year 2022-23 Operating Budget to increase the revenue and expenditure allocation for the Rec and Read Covina Project funded through a California State Library grant.

[Agenda Report - CC 8 - Pdf](#)

- CC 9. Approval of Professional Services Agreement between the City of Covina and Interwest Consulting Group, Inc. for Planning Consulting Services with a Contract Amount Not to Exceed \$400,000

Staff Recommendation:

Approve Professional Services Agreement between the City of Covina and Interwest Consulting Group, Inc. for Planning Consulting Services.

[Agenda Report - CC 9 - Pdf](#)

- CC 10. Award Professional Services Agreement with Elie Farah, Inc. for Professional Engineering Services Related to a Water Infiltration Feasibility Study for Three Street Segments within the Covina Town Center Specific Plan and Approve Resolution CC 2022-80 to Appropriate \$5,200.00 from Measure W to Account 2510-5600-51990 to Pay for Services Related to the Study

Staff Recommendation:

Approve Professional Services Agreement with Elie Farah, Inc. for Professional Engineering services relating to a Water Infiltration Feasibility study for Three Street Segments Located within the Covina Town Center Specific Plan and Approve **Resolution CC 2022-80.**

[Agenda Report - CC 10 - Pdf](#)

- CC 11. Award Professional Services Agreement with Elie Farah, Inc. for Professional Engineering Services related to a Water Infiltration Feasibility Study for the Potential Development of a Navigation Center

Staff Recommendation:

Approve Professional Services Agreement with Elie Farah, Inc. for Professional Engineering services relating to a Water Infiltration Feasibility study located at the proposed Navigation Center

[Agenda Report - CC 11 - Pdf](#)

- CC 12. Speed Hump Installation Project on 2nd Avenue between Rowland Avenue to Workman Avenue – Award of Contract for Construction to WS Pave, Inc. in an Amount Not-to-Exceed \$11,980

Staff Recommendation:

1. Approve recommendation from Traffic and Parking Advisory Commission for the installation of a speed hump on 2nd Avenue between Rowland Avenue and Workman Avenue;
2. Award a Contract for the Speed Hump Installation Project to WS Pave, Inc. as the responsible bidder in an amount not-to-exceed \$11,980 and authorize the City Manager to execute the Contract; and
3. Authorize a project contingency amount of \$1,200 (approximately 10%) to cover the cost of unforeseen construction expenses.

[Agenda Report - CC 12 - Pdf](#)

- CC 13. Grand Avenue Street Rehabilitation Project – Award of Contract to Sully-Miller Contracting Co. in the Amount of \$1,694,765

Staff Recommendation:

1. Approve plans and specifications for the Grand Avenue Street Rehabilitation Project;

2. Award a Contract for the Grand Avenue Street Rehabilitation Project to Sully-Miller Contracting Co. as the lowest responsive and responsible bidder in the amount of \$1,694,765 and authorize the City Manager to execute the Contract; and
3. Authorize a project contingency amount of \$100,000 for any unforeseen construction expenses.

[Agenda Report - CC 13 - Pdf](#)

- CC 14. Ordinance 22-11 for Zone Change (ZCH) 22-001 to Change the Official Zoning Map of the City of Covina Changing the Zoning District from M-1 (Light Manufacturing) to C-4 (Highway Commercial) for Property Located at 744 N. Grand Avenue – APN: 8428-022-016 - Second Reading and Adoption

Staff Recommendation:

Adopt on second reading **Ordinance 22-11**, “An ordinance of the City Council of the City of Covina, California, approving a Zone Change (ZCH) 22-001 to change the zoning classification for one parcel from M-1 Light Manufacturing Zone to C-4 Commercial Highway Zone (APN: 8428-022-016), and making a determination of exemption under CEQA”.

[Agenda Report - CC 14 - Pdf](#)

- CC 15. Procurement of Sewer Inspection and Support Software Program - GraniteNet Asset Inspection and Decision Support Software & Equipment

Staff Recommendation:

1. Authorize the City Manager to finalize and execute an agreement with CUES, Inc. for the purchase of GraniteNet Asset Inspection including support software services and necessary equipment and;
2. Adopt **Resolution CC 2022-72** to amend the Fiscal Year 2022-2023 Department of Public Works Budget to appropriate \$90,712.10 from the Sanitary Sewer Fund Balance for the purchase of requisite software, hardware and related equipment.

[Agenda Report - CC 15 - Pdf](#)

- CC 16. Approve Professional Services Agreement Between the City of Covina and Alarm Program Systems LLC for Alarm Management and Billing Services

Staff Recommendation:

Authorize the City Manager or his designee to execute a Professional Services Agreement with Alarm Program Systems (APS) for alarm management and billing services.

[Agenda Report - CC 16 - Pdf](#)

- CC 17. Installation of a Northbound & Southbound Two-Way Stop Control Intersection at North Glendora Avenue and East Wingate Street

Staff Recommendation:

That the City Council approve the Traffic & Parking Advisory Commission's recommendation for the installation of a Northbound and Southbound Two-Way Stop Control Intersection at North Glendora Avenue and East Wingate Street

[Agenda Report - CC 17 - Pdf](#)

- CC 18. Resolution CC 2022-73 Authorizing the Application for Grant Funds from the San Gabriel and Lower Los Angeles Rivers and Mountain Conservancy (RMC)

Staff Recommendation:

Adopt **Resolution CC 2022-73** authorizing the City of Covina to apply for grant funds from the San Gabriel and Lower Los Angeles Rivers and Mountain Conservancy for the Hollenbeck Park Urban Greening Revitalization Project

[Agenda Report - CC 18 - Pdf](#)

- CC 19. Professional Services Agreement with RKA Consulting Group for the Fenimore Avenue, Loma Vista & Calvados Avenue Water Main Replacement Project

Staff Recommendation:

Authorize the City Manager to execute a Professional Services Agreement between the City of Covina and RKA Consulting Group in an amount not-to-exceed \$92,695 for design and engineering services pertaining to the Fenimore Avenue, Loma Vista & Calvados Avenue Water Main Replacement Project.

[Agenda Report - CC 19 - Pdf](#)

- CC 20. Authorize the Purchase of Three (3) 2022 Ford Explorer SUVs

Staff Recommendation:

Authorize the purchase of three (3) 2022 Ford Explorer SUVs and related equipment retrofits in the amount of \$160,000.

[Agenda Report - CC 20 - Pdf](#)

- CC 21. Approve a Professional Services Agreement with MasterCorp Services LLC for Janitorial Services

Staff Recommendation:

Authorize the City Manager or his designee to sign an agreement with MasterCorp Service LLC to provide janitorial services for the Covina Police Department.

[Agenda Report - CC 21 - Pdf](#)

- CC 22. Professional Services Agreement with CEJ Engineers, Inc. for the Workman Avenue Street Rehabilitation Project

Staff Recommendation:

Authorize the City Manager to execute a Professional Services Agreement between the City of Covina and CEJ Engineers, Inc. in an amount not-to-exceed \$49,900 for design and engineering services pertaining to the Workman Avenue Street Rehabilitation Project.

[Agenda Report - CC 22 - Pdf](#)

- CC 23. Police Department Locker Room Renovation Project – Award of Contract for Design Services to EC+Associates Engineering, Inc. in the Amount of \$98,870

Staff Recommendation:

Award a Contract for the Police Department Locker Room Renovation Project for design services to EC+Associates Engineering as the lowest responsive bidder in the amount of \$98,870 and authorize the City Manager to execute the Contract.

[Agenda Report - CC 23 - Pdf](#)

- CC 24. Request to Cancel the Regular City Council Meeting of August 2, 2022

Staff Recommendation:

That City Council consider canceling the regular scheduled City Council Meeting of August 2, 2022.

[Agenda Report - CC 24 - Pdf](#)

- CC 25. Designation of Voting Delegate and Alternates for the League of California Cities Annual Conference which Includes the Annual Business Meeting - September 7-9, 2022

Staff Recommendation:

1. Designate Mayor Pro Tem Walt Allen, III, as the voting delegate and Mayor Patricia Cortez as the alternate to represent the City at the Annual Business Meeting of the League of California Cities General Assembly; and
2. Direct the Deputy City Clerk to submit the required "Voting Delegate Form" to the League's Sacramento Office no later than September 2, 2022.

[Agenda Report - CC 25 - Pdf](#)

CONTINUED PUBLIC HEARINGS – None.

PUBLIC HEARINGS

- PH 1. Adopt Resolutions Approving the Engineer's Report for Levying Assessments on the Vehicle Parking District No. 1 for Fiscal Year 2023 and Confirming the Engineer's Report Dated July 5, 2022 and Ordering the Levying and Collection of Assessments for Vehicle Parking District No. 1 for Fiscal Year 2023.

Staff Recommendation:

1. Conduct the public hearing and consider all testimony that may be presented;
2. Adopt **Resolution CC 2022-75** approving the Engineer's Report for levying assessments on the Vehicle Parking District No. 1 for Fiscal Year 2023; and
3. Adopt **Resolution CC 2022-76** confirming the Engineer's Report dated July 5, 2022 and ordering the levying and collection of assessments for Vehicle Parking District No. 1 for Fiscal Year 2023.

[Agenda Report - PH 1 - Pdf](#)

- PH 2. Adopt Resolution Confirming the Engineer's Report dated July 5, 2022 and Ordering the Levying of Assessments on the Covina Lighting District No. 1978-79 for Fiscal Year 2023

Staff Recommendation:

1. Conduct the public hearing and consider all testimony that may be presented; and
2. Adopt **Resolution CC 2022-74** confirming the Engineer's Report dated July 5, 2022 and ordering the levying of assessments on the Covina Lighting District No. 1978-1979 for Fiscal Year 2023.

[Agenda Report - PH 2 - Pdf](#)

- PH 3. Adopt Resolution Confirming the Engineer's Report Dated July 5, 2022 and Ordering the Levying of Assessments on Covina Landscaping District No. 1 for Fiscal Year 2023

Staff Recommendation:

1. Conduct the public hearing and consider all testimony that may be presented; and
2. Adopt **Resolution CC 2022-70** confirming the Engineer's Report dated July 5, 2022 and ordering the levying of assessments on the Covina Landscaping District No. 1 for Fiscal Year 2023.

[Agenda Report - PH 3 - Pdf](#)

CONTINUED BUSINESS – None.

NEW BUSINESS

- NB 1. Covina Recreation Village Project Status Update; and, Resolution CC 2022-77 – A Resolution of the City Council of the City of Covina Amending the 2022/2023 Fiscal Year Capital Improvement Plan (CIP) Budget to Appropriate \$150,000 from the City's Measure CC Funds to the Covina Recreation Village Project Accounts for the Purpose of Facilitating the Interior Improvement Plan for the Library Building Development and Performing Landscape Design Work for the "Library Garden and Tot-Lot/Playground" of the Covina Recreation Village Project Located at 640 – 680 N. Citrus Avenue

Staff Recommendation:

1. Amend the Agreement with GGA to increase the design and engineering services by an additional \$150,000 for the Purpose of Facilitating the Interior Improvement Plan for the Library Building Development and Performing Landscape Design Work for the "Library Garden and Tot-Lot/Playground and maintain a 10% Design Contingency for a total amended maximum agreement amount of \$1,187,220; and
2. Approval of **Resolution CC 2022-77**, Amending the 2022/2023 Fiscal Year Capital Improvement Plan (CIP) Budget to Appropriate \$150,000 from the City's Measure CC funds to the Covina Recreation Village Project Accounts as listed in the Resolution.

[Agenda Report - NB 1 - Pdf](#)

NB 2. Review of Draft of Local Cannabis Program Ordinance

Staff Recommendation:

That the City Council:

1. Consider the draft ordinance and provide further direction; and
2. Consider **Resolution CC 2022-78**, appropriating funds to complete specialized services to further review a local program and authorize the City Manager to enter into professional services agreements to complete this work.

[Agenda Report - NB 2 - Pdf](#)

ADJOURNMENT

The Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority will adjourn to its next regular meeting of the Council/Agency/Authority scheduled for Tuesday, August 16, 2022 at 6:30 p.m. for closed session and at 7:30 p.m. for open session inside the Council Chamber at City Hall, located at 125 East College Street, Covina, California, 91723.

The Covina City Clerk's Office does hereby declare that the agenda for the July 19, 2022, meeting was posted on the City's website and near the front entrances of: Covina City Hall, 125 East College Street, Covina, in accordance with California Government Code Section 54954.2(a).

If you challenge in court any discussion or action taken concerning an item on this agenda, you may be limited to raising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting.

MATERIALS RELATED TO AN ITEM ON THIS AGENDA, AND SUBMITTED TO THE CITY COUNCIL AFTER PUBLICATION OF THE AGENDA, ARE AVAILABLE TO THE PUBLIC IN THE CITY CLERK'S OFFICE AT 125 E. COLLEGE STREET, COVINA.